The NIS-NEST Database User Guide

Introduction

Welcome to the NIS-NEST database website which aims at listing organisations/ research groups and researchers from the Russian Federation, Ukraine, Belarus, the Republic of Moldova and other Eastern European countries.

Through the database you will be able to:
- Enter/ update your profile as a researcher or research group/organisation and/or
- Find research organisations and researchers with specific competencies from the abovementioned countries

Who can register in the database?

- **Individual researchers** or teams of researchers from Eastern European countries
- **Organisations** (Entrepeneur Association, Incubator, Industry, NGO, University, Private Company - nonSME, Private Foundation, Public Organisation, R&D office, Research, Research Institute, SME or other) from Eastern European countries

Why register in NIS-NEST database?

Registering helps promoting your capacities and initiating cooperation with other EU researchers and organisations in order to formulate consortia and jointly participate in FP7 research areas.

What types of users exist for NIS-NEST database?

Visitors that are able to:

- **Search/Browse** the database for researchers and research groups/organisations.
- **View detailed profiles** of registered researcher and research groups/organisations, including information about their expertise and activities.
- **Send personal email messages** to the researchers in the database through a simple web form.

Researchers that are able to:

- **Register** with the database and maintain a personal account.
- **Add/update their detailed profiles** to the database.

Organisations that are able to:

- **Register** with the database and maintain a personal account.
- **Add/update their detailed profiles** to the database.
- **Add profiles of their researchers** to the database.

Confidentiality and security statement

Any personal information you provide to the NIS-NEST database will be held securely, and your personal details will not normally be disclosed to third parties. Please note that registered users have password protected direct Web access to their profile and are able to enhance or edit it.

The present manual provides all the necessary information for NISNEST database users. Nevertheless, if you need additional help, please feel free to contact the database support team through the contact us link on the website.

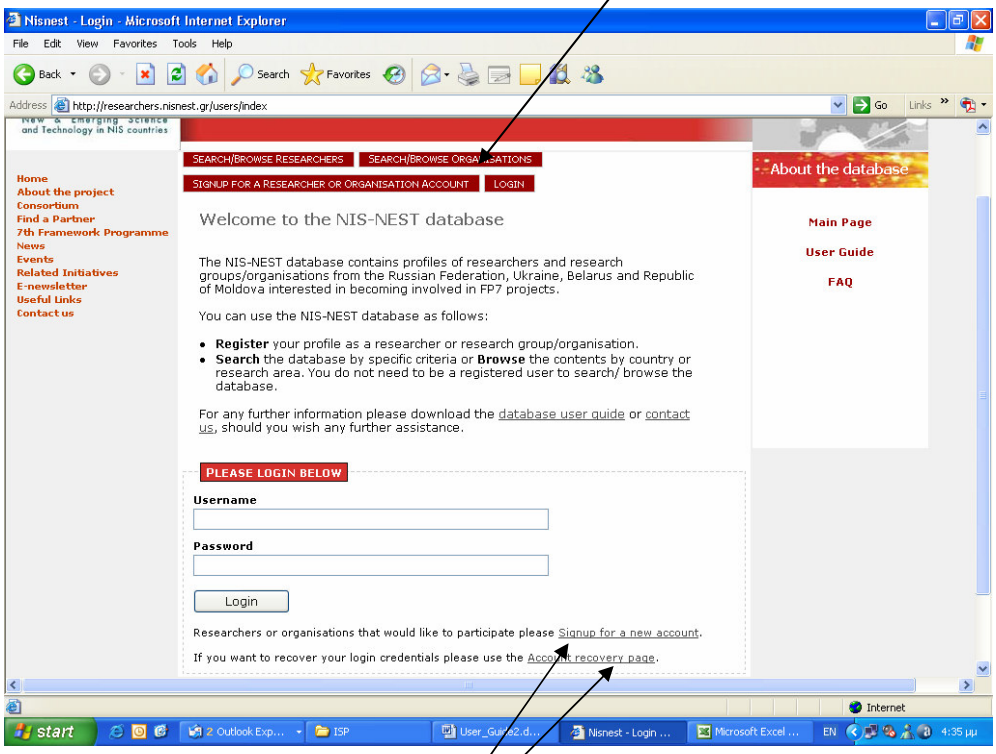
The following sections present detailed information about how to use the database, including screenshots and step-by-step guides.

1. Home Page: Find a Partner

By selecting the menu option "Find a Partner" in the NIS-NEST website home page, the user can see the Login screen of the NIS-NEST database. This screen lays out all the main functions of the database which are the following:

- Search/ Browse Researchers
- Search/ Browse Organisations
- Sign up for a researcher account and
- Sign up for a organisation account

In the picture below on the top of the screen, there are two sets of menu bars including the abovementioned functions.


Nisnest - Login - Microsoft Internet Explorer
SEARCH/BROWSE RESEARCHERS
SEARCH/BROWSE ORGANISATIONS
SIGNUP FOR A RESEARCHER OR ORGANISATION ACCOUNT
LOGIN
Welcome to the NIS-NEST database
About the database
Main Page
User Guide
FAQ
PLEASE LOGIN BELOW
Username
Password
Login
Researchers or organisations that would like to participate please Signup for a new account.
If you want to recover your login credentials please use the Account recovery page.

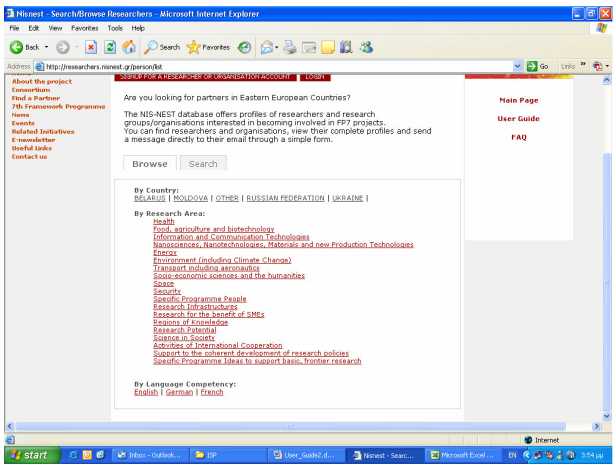
The following links are located at the bottom of the page.

- Signup for a new account
- Account recovery page

Login is used only for registered users with a username and password, as this is more thoroughly explained below. However, you **DO NOT** need to be registered to search/ browse the database. In case that a registered user cannot recall the username and password details used during the initial registration, he/ she can use the account recovery page be given a new username and password.

2. Search/Browse Researchers/ Organisations

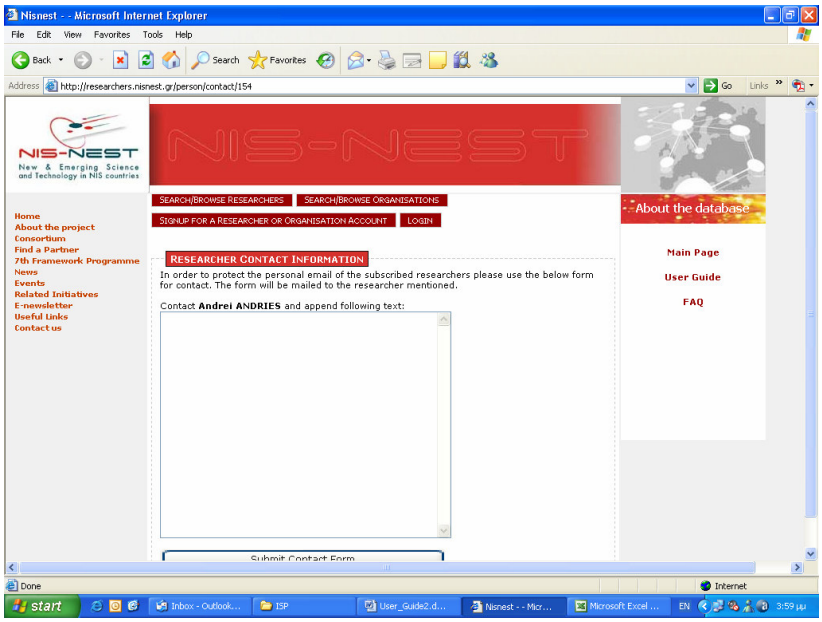
Non-registered users can access the profile of registered researchers or organisations in the NIS-NEST database by selecting the search/ browse option (see screen below).


Nisnest - Search/Browse Researchers - Microsoft Internet Explorer
Are you looking for partners in Eastern European Countries?
The NIS-NEST database offers profiles of researchers and research groups/organisations interested in becoming involved in FP7 projects.
You can find researchers and organisations, view their complete profiles and send a message directly to their email through a simple form.
Browse
Search
By Country:
By Research Area:
By Language Competency:
Main Page
User Guide
FAQ

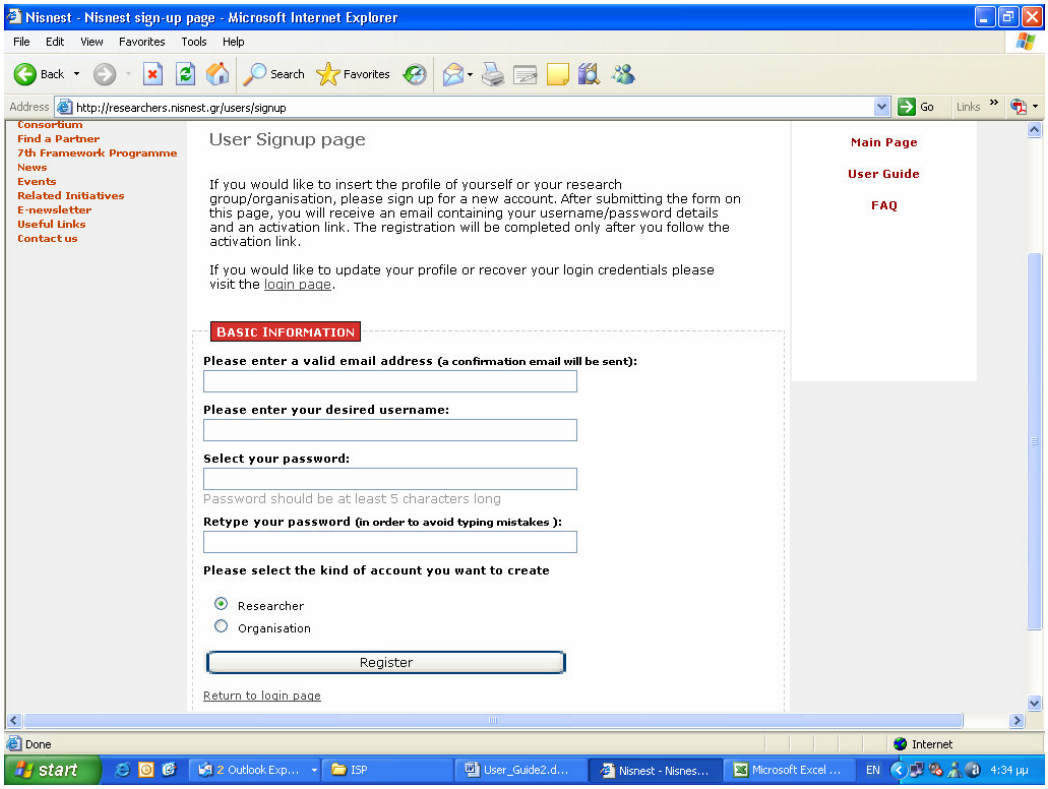
Steps that a visitor should follow are:

- Select "Search/Browse researchers/ organisations" option
- Specify search criteria: country/ research area/ language competency. A list of registered researchers or organisations having the specific competencies that the user has specified, is displayed on the user's screen
- Access is then given to the profiles of registered researchers or organisations by clicking on a specific name displayed in the list

Visitors can send an email message to a registered researcher or organisation by submitting a form (see below). The email address of registered researchers or organisations is not displayed to both visitors and other registered users for reasons of data protection.


Nisnest - - Microsoft Internet Explorer
NIS-NEST
New & Emerging Science and Technology in NIS countries
SEARCH/BROWSE RESEARCHERS
SEARCH/BROWSE ORGANISATIONS
SIGNUP FOR A RESEARCHER OR ORGANISATION ACCOUNT
LOGIN
RESEARCHER CONTACT INFORMATION
In order to protect the personal email of the subscribed researchers please use the below form for contact. The form will be mailed to the researcher mentioned.
Contact Andrei ANDRIES and append following text:
About the database
Main Page
User Guide
FAQ

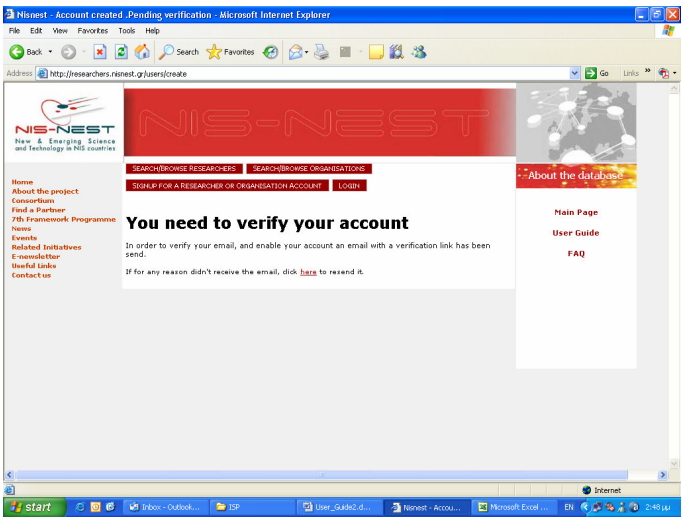
3. User Signup (Registration) Page


Nisnest - Nisnest sign-up page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://researchers.nisnest.gr/users/signup
Go Links
Consortium
Find a Partner
7th Framework Programme
News
Events
Related Initiatives
E-newsletter
Useful Links
Contact us
User Signup page
If you would like to insert the profile of yourself or your research group/organisation, please sign up for a new account. After submitting the form on this page, you will receive an email containing your username/password details and an activation link. The registration will be completed only after you follow the activation link.
If you would like to update your profile or recover your login credentials please visit the login page.
BASIC INFORMATION
Please enter a valid email address (a confirmation email will be sent):
Please enter your desired username:
Select your password:
Password should be at least 5 characters long
Retype your password (in order to avoid typing mistakes):
Please select the kind of account you want to create
Researcher
Organisation
Register
Return to login page
Main Page
User Guide
FAQ
Done
Internet
start
2 Outlook Exp...
ISP
User_Guide2.d...
Nisnest - Nisnes...
Microsoft Excel ...
EN
4:34 μμ

In order to add to the database the profile of a new researcher or organisation, users having entered the Login Page should:
- Follow the **"Signup for a new account"** link
- Enter data in the signup form: Use an **email address** and **username** that does **not** currently exist in the database. Password should be at least 5 characters long.
In case that the email address has already been used by another registered user, the following message will be displayed:
"The email you entered has already been registered with the system. If you don't have the access credentials for the account associated with your email address please use the recover credential page to resend them to you."

- Specify either **"researcher" or "research organisation"** as **account type** depending on the type of profile that the user would like to enter

- The following new screen will then appear, with a message stating that ***"you need to verify your account"***. *In order to verify your email, and enable your account an email with a verification link has been send. If for any reason didn't receive the email, click here to resend it"*.



- An email will be automatically sent by the NISNEST database application to your email address (as you have entered it in the registration form). This email will include an **activation link** and stating the **type of account** (researcher/ organisation) and the **username/password**.

An example of the email sent to a user wishing to enter the profile of an organisation in the database is the following:

Dear X
*An **organisation account** has been created for you with this email address. In order to **activate your account** you need to visit following address: **http://researchers.nisnest.gr/users/verify?user=X&vcode=5d099a562a37b982b715f52804249a6b37758c06**. You can login and verify your account, using following credentials*
Username : X Password : X

An example of the email sent to a user wishing to enter the profile of a researcher in the database is the following:

Dear X
*A **researchers account** has been created for you with this email address. In order to **activate your account** you need to visit following address: **http://researchers.nisnest.gr/users/verify?user=X&vcode=5d099a562a37b982b715f52804249a6b37758c06**. You can login and verify your account, using following credentials*
Username : X Password : X

In order to activate the account, the user will need to click on the **activation link** in the email message text and will thus automatically enter the "login" page including a message on the top of the page, stating that **registration has been successfully completed**. The user can afterwards login in order to enter the researcher/ organisation profile and update the relevant data.

- In case that the user does not receive the abovementioned email in the email account that he/she has used during the sign up phase, the user should return to the login page below and enter the Account recovery page (see more information on this option below).

The steps of a new registration- sign up for a new researcher or organisation account- can be summarised as follows:

- Entering of basic data in the signup form (email, user name and password)
- Receipt of an email confirmation of registration either as researcher or organisation
- Activation of the new researcher or organisation account
- Login as researcher or organisation
- Registration of the detailed profile of the researcher or organisation

4. Login Page

4a. Login as researcher

Users that **have already signed up for a researcher account** can login with the username and password specified in the registration confirmation email. After logging in the following message will appear on the top right side of the page: *"You are logged in as X (researcher).*
They are thereafter given the following options in the menu on the top of the page:

- *Search/Browse Researchers*- Users can see the profile of registered researchers by entering a set of criteria (Country, Research/Thematic Area, Research Sub-areas and Language competency)
- *Search/Browse Organisations*- Users can see the profile of registered organisations by entering a set of criteria (Country, Research/Thematic Area, Research Sub-areas and Language competency)
- *Add your researcher profile*- Users can enter or edit/update their profile
- *Account details*- Users can change their password
- *Logout*- User will return to the home page

4b. Login as organisation

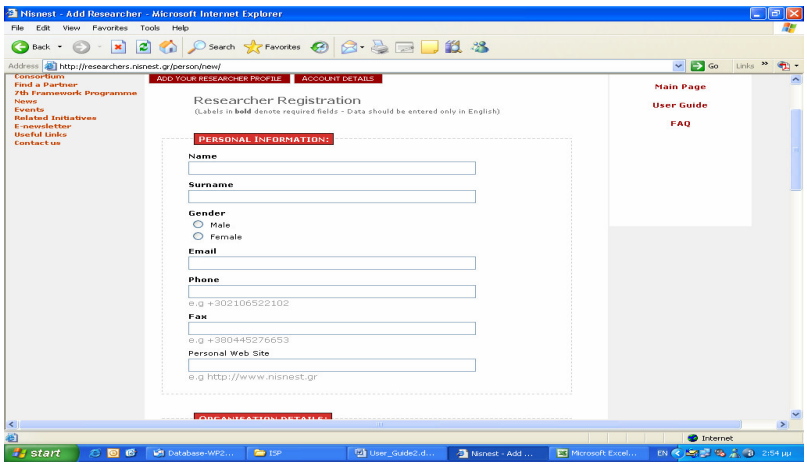
Users that **have already signed up for an organisation account** can login with the username and password specified in the registration confirmation email. After logging in, the following message will appear on the top right side of the page: "You are logged in as X (organisation).
They are thereafter given the following options in the menu on top of the page:

- *Search/Browse Researchers*- Users can see the profile of registered researchers by entering a set of criteria (Country, Research/Thematic Area, Research Sub-areas and Language competency)
- *Search/Browse Organisations*- Users can see the profile of registered organisations by entering a set of criteria (Country, Research/Thematic Area, Research Sub-areas and Language competency)
- *Add your organisation profile*- Users can enter or edit/update their profile
- *Account details*- Users can change their password
- *Logout*- User will return to the home page

5. Researcher Registration

When users “log in” with a researcher account and select the **"Add your researcher profile"** option, the **"Researcher Registration” form** (see below) appears.
After **completing and submitting the form,** by following all validation rules, the Researcher Info" screen appears with the detailed information about the newly created researcher profile. Users can afterwards:

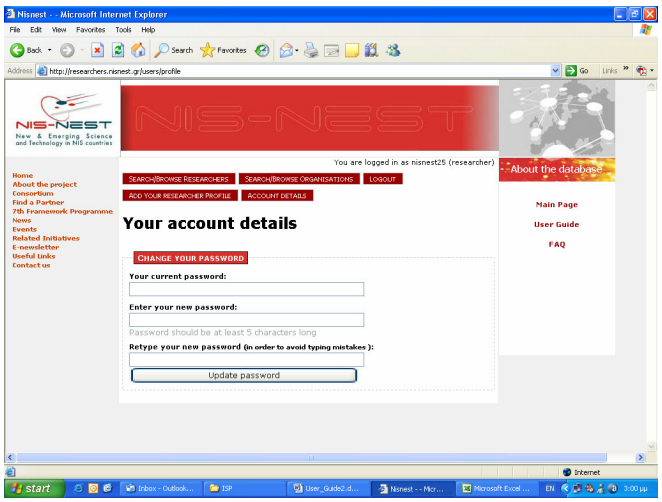
- **Search/Browse Researchers**
- **Search/Browse Organisations**
- **View** the researcher profile submitted in the database
- **Edit** the researcher profile
- **Change account details** and
- **Logout**



Search/Browse Researchers
The newly added researcher will now appear in the results and database visitors and other registered users can send the newly registered researcher an email, by submitting a form, without seeing the email address of the registered researcher they would like to contact.

Edit the researcher profile
Registered users can access and update the registered researcher’s profile. After making the necessary changes and clicking on the “update” button, the updated researcher profile will automatically appear on the user’s screen. The updated researcher profile will be displayed in case that a visitor specifies the appropriate criteria.

Account details
After having logged as researcher, by selecting the "Account Details" option the following screen appears.

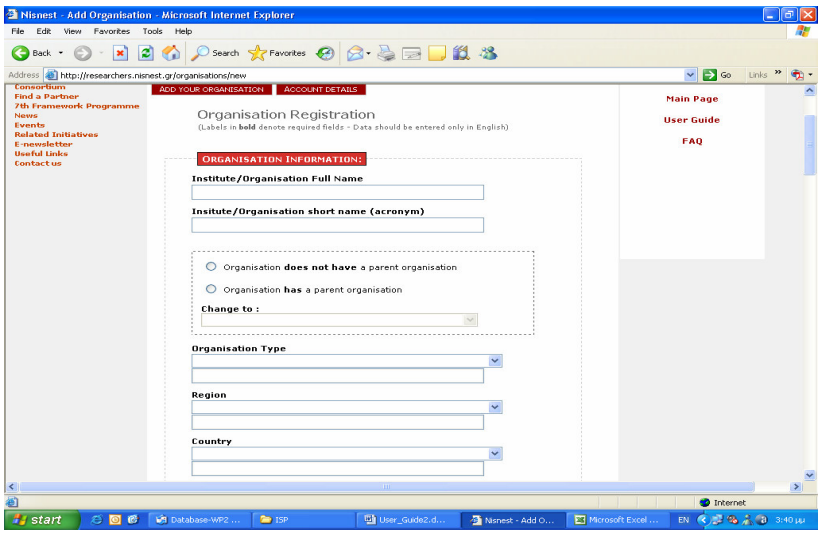


The user wishing to change his/ her password should fill-in the current password and enter a new one as well. A message is then displayed stating that the password change has been performed successfully. Once the user logs in again with the new account details, he/she will need to verify it and follow the procedure mentioned above (3a.Login as researcher).

6. Organisation Registration

When users log in with an organisation account and select the option **"Add your organisation profile"**, the **"Organisation Registration" form** (see below) appears. After **completing and submitting the form,** by following all validation rules, the Organisation Info" screen appears with the detailed information about the newly created organisation profile. Users can afterwards:

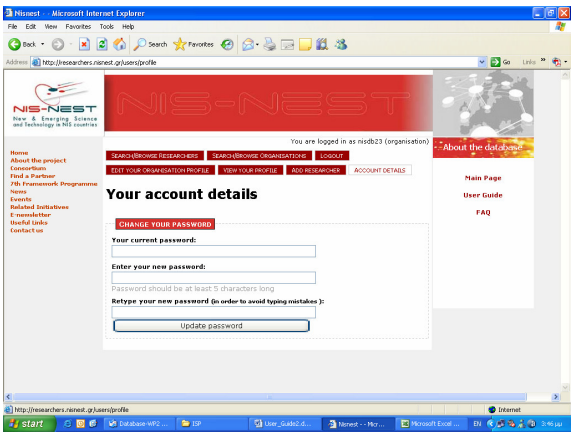
- **Search/Browse Organisations**
- **Search/Browse Researchers**
- **View** the organisation profile submitted in the database
- **Edit** the organisation profile
- **Change account details** and
- **Add researcher**
- **Logout**



Search/Browse Organisations
The newly added organisation will now appear in the results. Database visitors and other registered users can send to the representative of the newly registered organisation an email by submitting a form, without seeing the email address of the representative of the registered organisation they would like to contact.

Edit your organisation profile
Registered users can access and update the “Organisation Registration” form. After making the necessary changes and clicking on the “update” button, the updated organisation profile will automatically appear on the user’s screen. The updated organisation profile will be displayed in case that a visitor specifies the appropriate criteria.

Account details
After having logged as organisation, by selecting the "Account Details" option the following screen appears.



The user wishing to change his/ her password should fill-in the current password and enter a new one as well. A message is then displayed stating that the password change has been performed successfully. Once the user logs in again with the new account details, he/she will need to verify it and follow the procedure mentioned above (3b.Login as organisation).

Add researcher

After registering an organisation's profile, the user can select the "Add researcher" option and register researchers related to the specific registered organisation. In the researcher registration form, the user is not able to select the name of the organisation as this is already defined.